



## DEPARTMENT BULLETIN

14-083  
03/19/14

### Position Opening: Court Liaison/Legal Division Sergeant

#### Sergeant general duties include:

- Supervise Legal Division and Court Liaison Unit
- Act as Commanding Officer of the Legal Division in Lieutenant's absence
- Respond to Officer Involved Shootings as representative of the Legal Division when Lieutenant is not available to respond
- Attend Weapons Discharge review board meetings as representative of the Legal Division when Lieutenant is not available to respond
- Attend Weapons Retention Board meetings as representative of the Legal Division when Lieutenant is not available to respond
- Attend Uniform and Equipment Safety board meetings as representative of the Legal Division
- Attend pre-trial mediation settlement conferences
- Attend Civil Suits regarding the Police Department
- Attend Brady Meetings as a representative of the Legal Division when Lieutenant is not available to respond
- Act as liaison between the City Attorney's Office and the Police Department
- Interact with public on wide variety of public records and information requests

This assignment requires an eight hour workday, 0900 to 1700 hours, Monday through Friday with start times subject to change from time to time depending on the needs of the Department. This assignment will be a two year commitment.

#### Minimum Qualifications:

- Must hold the rank of Q50, Q51, or Q52
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Positive role model, as reflected by supervisory recommendations and personnel history

Applicants for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. Contact the Department ADA Coordinator, Penny Si, at (415) 553-1343 with any questions regarding the essential job functions of sworn members as they relate to reasonable accommodations.

To apply, photocopy and complete the application on the back of this bulletin and forward it through the chain of command to Lt. Chris Woon, Legal Division. The selection process will consist of a review of written applications and résumés, an oral interview panel, a review of disciplinary history, and recommendations from past and present supervisors.

GREGORY P. SUHR  
Chief of Police